

## GA PNS 24-Hour Support Plan

### Steps for completing the GA PNS 24 Hour Support Plan

1. Log into myAvatar 2020 PROD
2. Select the individual in the Search Clients field
3. Open the form from the Search Forms field or the My Forms widget

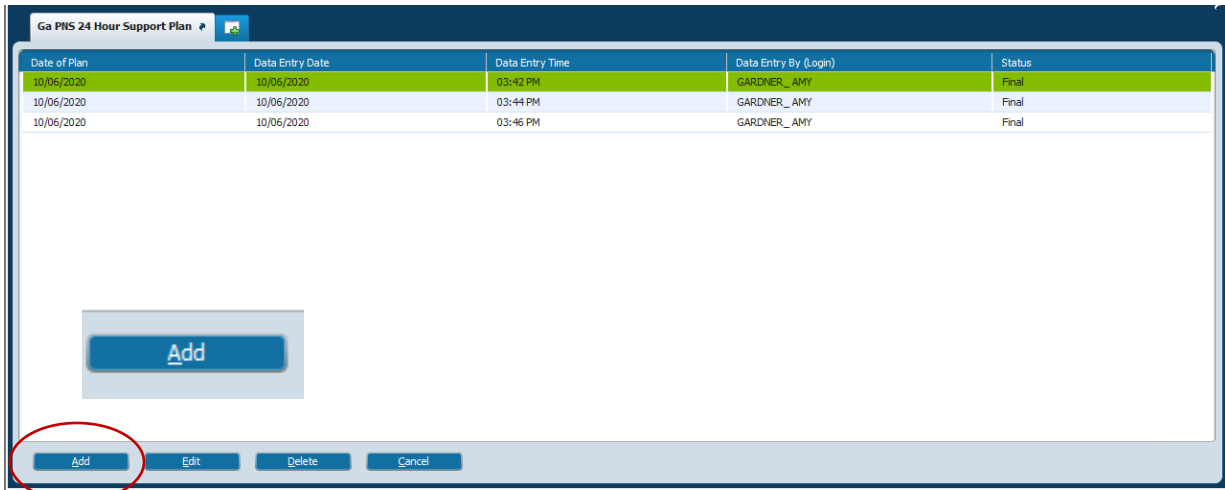
The GA PNS 24-Hour Support Plan is broken into 11 sections including 3 sections that address Nutritional Supports and 6 sections that address Physical Supports. The form will open to the 24-Hour Support Plan section. To access the other sections, simply click on the section name.

Section Name	Information Collected
24-Hour Support Plan	<p>General information about the assessment. The choice made in the Support areas included in plan drives what fields become required on the plan.</p> <ul style="list-style-type: none"> <li>• Nutritional Supports will require the fields in the Mealtime and Snacks, Medication Administration and Oral Hygiene sections. Fields in the remaining sections, except the Status section, will be disabled and no data can be entered.</li> <li>• Physical Supports will require the fields in the Mobility and Transfers, Toileting, Bed and/or alternate positioning, Bathing, Dressing and Grooming, and Work and/or Education sections. Fields in the remaining sections, except the Status section, will be disabled and no data can be entered.</li> </ul>
Mealtime and Snacks	Triggers, Target Behaviors and supports needed for consuming meals and snacks.
Medication Administration	Texture, techniques and adaptive equipment needed for successful medication administration events.
Oral Hygiene	Positioning, techniques and any equipment needed for successful oral hygiene.
Mobility and Transfers	Any equipment and supports needed for safe mobility and transfers.
Toileting	Any equipment and supports needed for safe toileting techniques.
Bed and/or alternate positioning	Equipment and procedures for assisting the individual when in bed.
Bathing	Techniques and supports needed to ensure safe hygiene for the individual.
Dressing and Grooming	Techniques and supports needed to assist the individual in dressing and grooming.
Work and/or Education	Any equipment or environmental considerations for the individual.
Status	Draft or Final status for saving the assessment.

# GA PNS 24-Hour Support Plan

## Types of Plans

1. Initial Plan
  - a. The “Support areas included in plan” field becomes required.
  - b. Complete the sections that become required based on the areas selected to be included.
2. Update Plan
  - a. When the form is opened a pre-display screen will display with all previously entered plans.



Date of Plan	Data Entry Date	Data Entry Time	Data Entry By (Login)	Status
10/06/2020	10/06/2020	03:42 PM	GARDNER_ AMY	Final
10/06/2020	10/06/2020	03:44 PM	GARDNER_ AMY	Final
10/06/2020	10/06/2020	03:46 PM	GARDNER_ AMY	Final

Below the table is a large 'Add' button. At the bottom of the interface, there is a navigation bar with buttons for 'Add', 'Edit', 'Delete', and 'Cancel'. The 'Add' button is circled in red.

- b. Click the Add button to make the necessary updates.
- c. NOTE: All information entered on the previous/most current plan will pull forward onto the new form.



The form contains the following fields and options:

- Date of Plan:** 10/09/2020 (with a calendar icon)
- Time of Plan:** 09:48 AM (with a dropdown menu set to 'Current' and AM/PM options)
- Type of Plan:** Radio buttons for Initial, Update (selected), and Discontinue.
- Reason for Update:** A large text area for entering the reason.
- Support areas included on plan:** Radio buttons for All, Physical Supports, and Nutritional Supports.

- d. The “Reason for Update” field becomes required.
  - e. The “Support areas included in plan” field becomes required.
  - f. Complete the sections that become required based on the areas selected to be included.
3. Discontinue Plan
    - a. Open the form
    - b. Select ‘Discontinue’ in the Type of Plan
    - c. Select the Support areas to discontinue
    - d. Complete the sections that become required.



The form contains the following options:

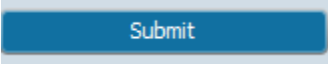
- Support areas to discontinue:** Radio buttons for All, Physical Supports, and Nutritional Supports.

# GA PNS 24-Hour Support Plan

## Steps to save the GA PNS 24-Hour Support Plan

1. Click on the Status section name. The document can be saved in Draft to be completed at another time. If documentation is complete, the assessment should be saved in Final Status.

The screenshot shows a sidebar on the left with a list of sections: 24-Hour Support Plan, Mealtime and Snacks, Medication Administration, Oral Hygiene, Mobility and Transfers, Toileting, Bed and/or alternate p..., Bathing, Dressing and Grooming, Work and/or Education, and Status. The Status section is highlighted in green. To the right, the Status section is expanded, showing three radio button options: Draft, Final (which is selected), and Pending Approval.

2.  Click on the Submit button.
3. When saved as Final, a Confirm Document window will open. The data entered displays in the window for review. By clicking the Accept button a password window displays to capture your myAvatar password for your electronic signature. If changes need to be made, then click the Reject button to go back to the assessment. If you need to route the document to another staff member for a second signature, then click the Accept and Route button.

The screenshot shows a window titled "myAvatar 2020 - Confirm Document". It contains the following text: "Date Created: 10/09/2020 at 10:03 AM EDT", "Form Name: Ga PNS 24 Hour Support Plan", "Client's Name: THERAPY,OTPT (000492919)", "Client's DOB: 11/08/1974", "GA Regional Hospital at Atlanta", "3073 Panthersville Road Decatur,GA 30034", "Tel: 404-243-2100". Below this, there are sections for "24-Hour Support Plan" (Date of Plan: 10/09/2020, Time of Plan: 09:48 AM, Type of Plan: Discontinue, Support areas to discontinue: Nutritional Supports) and "Mealtime and Snacks" (Triggers: Initial Plan., Target behaviors: Initial Plan., Diet prescription: Initial Plan.). At the bottom, there are three buttons: Accept, Accept and Route, and Reject.

The screenshot shows a window titled "Verify Password". It has a "Password:" label and a text input field. Below the input field are two buttons: OK and Cancel. A large blue arrow points down from the top of the window, with the text "Electronic Signature" written vertically inside it.

Click OK button to save and close the GA PNS 24-Hour Support Plan.